

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: EO, POSH, AND CO2		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 4
INSPECTION OFFICE/AGENCY EO	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Inspect Unit EO Program CONDITIONS: Unit area with access to EO material i.e. Regulations, Policies and Training Records STANDARD: IAW AR 600-20 Commanders are ultimately responsible for the climate of their unit. Equal Opportunity Leaders should provide guidance and assist Commanders with their EO Program				
1. REFERENCES: a. AR 600-20, Army Command Policy b. USAREUR REG 600-21, Equal Opportunity Program in USAREUR c. DA PAM 350-20, Unit Equal Opportunity Training Guide d. TC 26-6, Commander Equal Opportunity Handbook e. DA PAM (DRAFT)CO2 Handbook f. Company Commander and First Sergeant Equal Opportunity Handbook 2. PURPOSE: To ensure the unit has current EO policies, EO training records to include EO training on schedule, and an accessible Quarterly Narrative Statistical Report 3. SPECIFIC QUESTIONS: a. Is there an EO Bulletin Board? b. Are the above listed regulations on-hand or on order? c. Are the following items current and posted on unit bulletin boards? POLICY MEMORANDUMS a. USAREUR Commander's EO Policy Memorandum? b. V Corp Commander's EO Policy Memorandum? c. 30th Medical Brigade Commander's EO Policy Memorandum?				

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f. USAREUR Commander's Consideration of Others Policy Memorandum? g. V Corp Commander's Consideration of Others Policy Memorandum? h. 30th Medical Brigade Commander's Consideration of Others Policy Memorandum? i. Battalion Commander's Consideration of Others Policy Memorandum? j. Unit Commander's Consideration of Others Policy Memorandum? k. USAREUR Commander's Sexual Harassment Policy Memorandum? l. V Corp Commander's Sexual Harassment Policy Memorandum? m. 30th Medical Brigade Commander's Sexual Harassment Policy Memorandum? n. Battalion Commander's Sexual Harassment Policy Memorandum? o. Unit Commander's Sexual Harassment Policy Memorandum? p. USAREUR Commander's Sexual Misconduct Awareness Action Plan q. V Corp Commander's Sexual Misconduct Awareness Action Plan r. 30th Medical Brigade Commander's Sexual Misconduct Awareness Action Plan s. Battalion Commander's Sexual Misconduct Awareness Action Plan t. Unit Commander's Sexual Misconduct Awareness Action Plan u. V Corp Commander's Affirmative Action plans? v. 30th Medical Brigade 's Commander's Affirmative Action plan? w. Is the Commander's open door policy posted?					
TRAINING a. Has CO2 training been conducted at least 2 hours quarterly IAW V Corps policy? b. Does the unit have a primary and alternate school trained CO2 trainers on orders?					

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<p>d. Is there documentation of bi-annual on Prevention of Sexual Harassment and Sexual Misconduct training in the past year?</p> <p>e. Has EO training been conducted at least semiannually and documented (total hours of training must equal four)?</p> <p>f. Does the above training requirements reflect of the unit training schedule?</p> <p>REPORTS</p> <p>a. Does the unit maintain files on formal/informal complaints submitted by military personnel and family members to include case number, type, validity, disposition, and causative factors?</p> <p>b. Are copies of the QNSR/ANSR maintained on file and forward to the Brigade by the fifth of the new quarter?</p> <p>c. Does the unit maintain files on Monthly Sexual Misconduct and forward copies to the BDE for record by the tenth of each month?</p> <p>d. Does the unit publish EO Council meeting minutes and forward two copies of the report to Brigade by COB the tenth work day of each new Quarter?</p> <p>e. Does the unit or subordinates units conduct EO Council Meetings Quarterly?</p> <p>f. Is their documentation present on unit climate assessment survey in the past 12 months or per 90 days after each change of command?</p> <p>EO COMPLAINT PROCESS</p> <p>a. 30th Medical Brigade 's Commander's EO complaint Procedure?</p> <p>b. Battalion Commander's EO complaint Procedure?</p> <p>c. Unit Commander's EO complaint Procedure?</p> <p>d. Is the EO complaint chain posted on Bulletin Boards?</p>				

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NOTES: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date					